



Corporation for National & Community Service (CNCS)

My AmeriCorps Portal

User Guide

VISTA Sponsors

Updated: July 2009

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1. Overview

Audience

The audiences for this User Guide are VISTA Sponsors.

Purpose

The purpose of this User Guide is to provide you with a necessary tool to help you understand how to use My AmeriCorps (“the Portal”) through the eGrants interface. It will also help you to understand the processes, benefits and functionality that are related to Recruitment, Member Management, and Close-of-Service.

Contents

In this User Guide, you will find an overview of the Portal with step-by-step instructions and screen shots for the **Release 3** functionality that is available to you. The focus for the VISTA Sponsor is on the following components and the User Guide will emphasize these processes:

- **Recruitment & Application Process**
- **V-81 Transportation Forms**
- **In-Service Training Requests**
- **CNCS Events**
- **Sponsor Verification Reports**
- **Future Plans Forms**

2. Key Changes for Release 3

2.1. Process Changes

- The paper-based Close-of-Service (COS) process will now be automated in the system, allowing members, supervisors, and State Office Staff to complete their portion of the Future Plans Form online.
- The Training Request process for outside training events will be automated in the system, allowing VISTA sponsors to request funding approval from the State Office through the Portal.
- Sponsors will now directly enroll their members and/or supervisors in CNCS events within the portal.
- Sponsors will be notified via email to access the portal to print out a Sponsor Verification Report that they can fax to the State Office every two weeks.

3. New Users

3.1. System Overview: Using eGrants/My AmeriCorps

If you are new to the Corporation for National and Community Service or AmeriCorps VISTA, this section will provide you with a brief introduction to the system.

3.1.3 Hardware and Software Requirements

The following hardware, software, and settings are recommended to take advantage of all of eGrants' features:

Computer

eGrants works best on later model PCs or Macintosh computers of the Power Macintosh generation or later. Earlier or less powerful machines, such as 486 PCs or Mac Classics, may run acceptably when paired with a fast internet connection, assuming the computer contains sufficient memory to run one of the browsers specified below.

Internet Connection

eGrants can be accessed by machines using DSL, T1, cable modems, or dial-up connections using a modem rate of 28.8 K Baud or higher. It is not recommended that an "online service provider," such as AOL or Compuserve, be used to connect to eGrants, because they present special training issues for novice users.

Browser

eGrants works best with Microsoft Internet Explorer 4.0, Firefox 1.5, Netscape 3.0, or higher.

Browser Settings

Your web browser's popup blocker must be turned off in order for you to *edit* or *view* some eGrants pages.

It is not necessary to accept cookies or to have a Flash player loaded to view eGrants.

3.1.2 eGrants: Grants Management

eGrants is the Corporation for National and Community Service's web-based system for:

- Submitting and tracking grant applications and concept papers;
- Peer-reviewing on-line grant applications;
- Negotiating and awarding grants and cooperative agreements;
- Managing grants and cooperative agreements including processing amendments, continuations; and
- Financial Status and Progress Reporting.

In short, eGrants is an online system designed to automate the entire grants and project management process from application to closeout. It allows applicants to find funding opportunities, apply for grants or projects, and manage grant reporting online. The system also allows the Corporation to review applications, award grants, and manage those grants and projects efficiently and effectively.

3.1.3 eGrants: Recruitment and Member Management

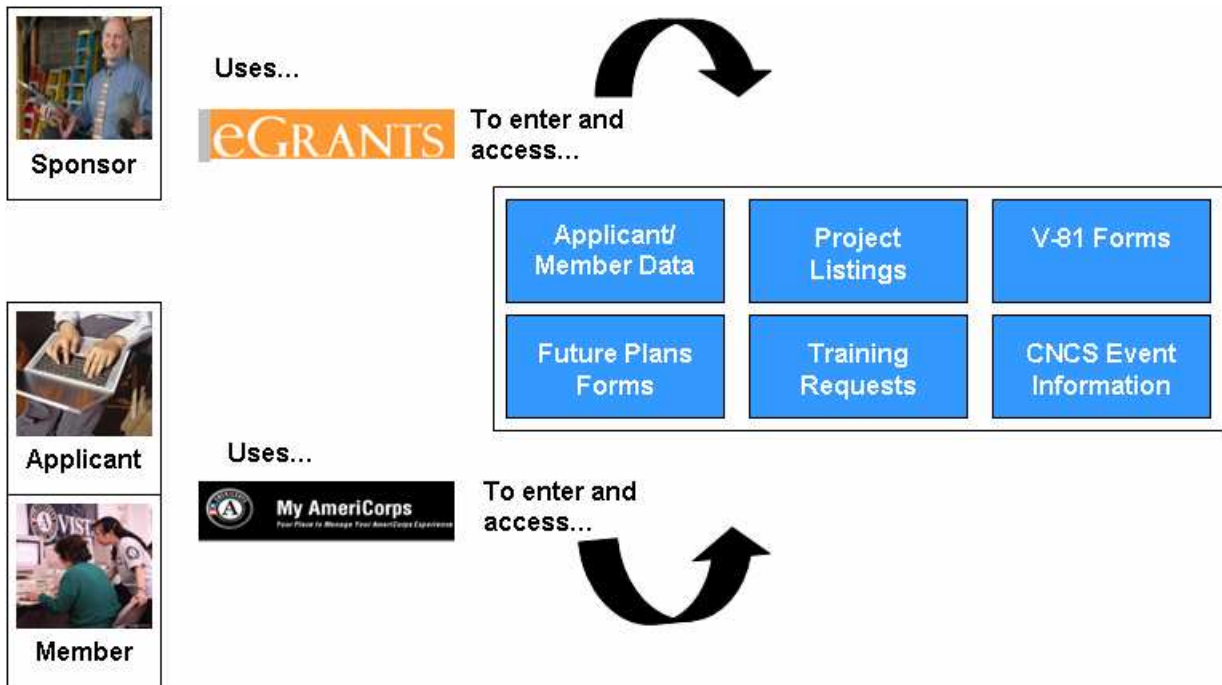
eGrants now also serves as the gateway to using (the My AmeriCorps) functions for recruitment and member management. These functions will be used within eGrants, but also connect to the Corporation's My AmeriCorps member portal. Using this functionality, you can:

- Create and update VISTA project descriptions
- View member applications and references for your VISTA project
- Verify documentation for citizenship
- Submit the Sponsor Evaluation and select applicants
- Approve assignment-related transportation forms (V-81)
- View and sign member Future Plans Forms
- Enroll members and supervisors in CNCS-derived events
- Generate sponsor verification reports
- Submit In-Service Training Requests for CNCS funding
- Search for members serving on your project(s) and access their contact information

3.1.4 My AmeriCorps: Connecting Applicants & Members to Sponsors

As a VISTA Sponsor, the data you enter and manipulate in eGrants with respect to Recruitment and Member Management is also part of the My AmeriCorps portal. For those of you who are new to My AmeriCorps, it is an online space designed to manage the AmeriCorps experience for our volunteers.

What this means to you is that the application data you see when an individual applies is actually directly entered by the applicant using My AmeriCorps. When you select the individual for your project, their selection is immediately reflected in the customized home page for the applicant. As *My AmeriCorps* grows in maturity, you will see increasing benefits of having this connection to your members. My AmeriCorps links you to your applicants and members and vice versa.



The site is built to be interactive so that when a member applies to your program, you will receive an initial email notification. This also occurs when you receive a V-81 form or Future Plans form from a member, or when one of your training requests is approved or denied. As you change the status of an application or request form, the applicant or member also receives an alert to check the status. This keeps the process as transparent and progressive as possible.

4. Create an eGrants Account

To use the functionality of the Portal, users must have an eGrants account. If you do not have eGrants accounts, you can create one from the eGrants login page (<https://egrants.cns.gov>).

Process

1. Click on the “Don’t have an eGrants account? Create an account” link to create a new account.

LOGIN

User Name ?

Password ?

☐ Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants

Forgot your password? Get help

Don't have an eGrants account? Create an account 1

View system rules of behavior

Click here to disable the pictures ☐

2. Click on the link to “create a grantee account.”

eGRANTS

CREATE AN EGRANTS ACCOUNT

Please click on one of the following links to create an appropriate eGrants account.

Become a Peer Reviewer

Create a Grantee account

Already have an eGrants account? Proceed to Login

3. Click on the link that indicates that it is your first time using eGrants.

eGRANTS

BECOME A GRANT APPLICANT

Please select one of the following options below.

I have an eGrants account...

This is my first time. I want to create a new account with eGrants...

Already have an eGrants account? Proceed to Login

4. Complete all of the required fields. Be sure that your contact information is correct. The password requirements are:
 - a. Must contain at least 8 characters
 - b. Must contain at least 1 number, but cannot begin with a number
 - c. Cannot contain a word found in the dictionary
 - d. Cannot contain special characters such as !@#\$%^&*()_?<
 - e. Cannot contain your username
5. Click on “next” to advance to the next screen.
6. Enter your EIN (Employer Identification Number) and click on “next” to advance to the next screen.

Welcome Guest | Become a Grant Applicant

cancel save next

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Login Information

Please enter your login information. All questions marked with an asterisk (*) are required.

* First Name:

* Last Name:

Title:

* User Name: (ex: rsmith, rsmith2004)

* New Password:

* Retype New Password:

* Password Question: Choose Password Question ...

* Password Answer:

* Email:

* Retype e-mail:

508 Approved | Report a Bug | enable the pictures

cancel save next

Welcome Jerome | Become a Grant Applicant

back next

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Enter EIN #

Please enter your organization's EIN#.

Enter your EIN #:

508 Approved | Report a Bug | enable the pictures

back next

7. Select an option to either create a new profile or to select an existing organization.

8. Click on “next” to advance to the next screen.

9. Review your information and click on “next” to advance to the next screen.

10. Enter your phone number(s) and click on “next” to advance to the next screen.

This screenshot shows the 'Become a Grant Applicant' interface. On the left is a sidebar with a 'Welcome Jerome' header and a 'Create New Profile Menu' containing links for 'Login Information', 'Enter EIN#', 'Select an Organization' (highlighted with an orange square), 'Organization Information', 'Grantee Phone Numbers', and 'Review and Submit'. The main content area is titled 'Select an Organization' and includes a message: 'Your EIN# already exists in our record of organizations. Please make a selection below, and click next to proceed, or back to try another EIN.' Below this is a section 'List of Organizations with EIN# :'. It contains two radio button options: 'Create a new organizational profile for EIN# 23' and 'OR select an existing org below'. Under the second option, there is a single entry: 'Commission of Citizen Service'. At the bottom of the page, there is a status bar with '508 Approved | Report a Bug | enable the pictures' and navigation buttons for 'back' and 'next'.

This screenshot shows the 'Become a Grant Applicant' interface at the 'Organization Information' step. The sidebar is identical to the previous screenshot, with 'Select an Organization' highlighted. The main content area is titled 'Organization Information' and contains instructions: 'Please review your selected organization's information. Click on the "next" button to proceed to the login information.' and 'Please return to the "Select an Organization" page to select another organization. You can also start new by entering a new EIN# in the "Enter EIN#" page.' Below the instructions is a box for 'PennSERVE: the Governor's Commission of Citizen Service: EIN# 236003107'. Further down, details are listed: 'Organization Type: State Government', 'Organizational Characteristics: State Commission', 'Address: 1306 Harrisburg, PA 17120', 'Phone: 717-', 'Fax: 717-70', and 'Email: test@cns.gov'. The bottom status bar shows '508 Approved | Report a Bug | enable the pictures' and navigation buttons for 'back', 'save', and 'next'.

This screenshot shows the 'Become a Grant Applicant' interface at the 'Grantee Phone Numbers' step. The sidebar is identical to the previous screenshots, with 'Grantee Phone Numbers' highlighted. The main content area is titled 'Grantee Phone Numbers' and includes the instruction: 'Please enter your phone/fax information below. All questions marked with an asterisk (*) are required.' Below this are four input fields: '* Daytime Phone: []-[]-[] ext. []', 'Evening Phone: []-[]-[]', 'Fax: []-[]-[]', and 'Cell: []-[]-[]'. Each input field has a small question mark icon. The bottom status bar shows '508 Approved | Report a Bug | enable the pictures' and navigation buttons for 'back', 'save', and 'next'.

Conduct a final review of your information:

11. Click on “change” to select a different organization or to create a new one.
12. Click on “edit” to change your login credentials.
13. Click on “edit” to change your daytime phone.
14. Click on “submit” if your information is correct.

Welcome Jerome

Become a Grant Applicant

submit

Create New Profile Menu

- Login Information
- Enter EIN#
- Select an Organization
- Organization Information
- Grantee Phone Numbers
- Review and Submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: Governor's Commission of Citizen Service

EIN #: 236

Organization Type: State Government

Organizational Characteristics: State Commission/Alternative Administrative Entity

change

Username: jbettis

Password Question: Favorite color

Answer: Gold

Email: ntichon@cns.gov

edit

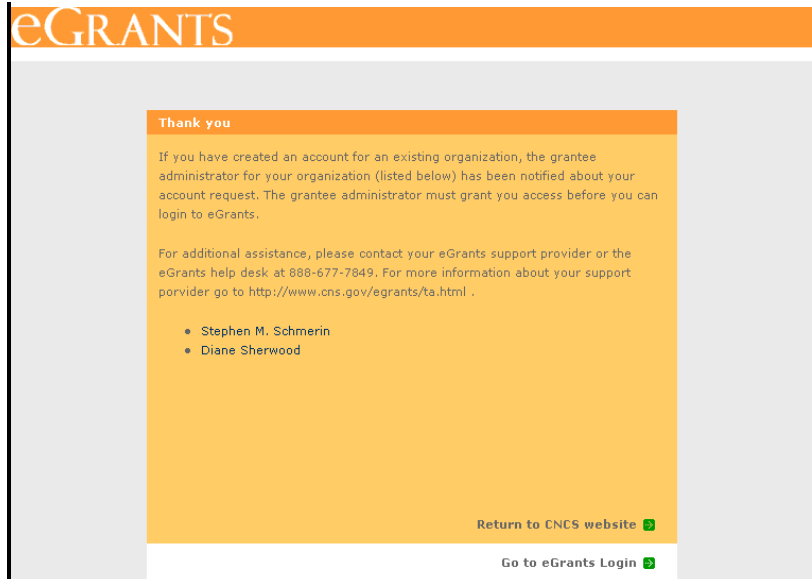
Daytime Phone: (202) 606-7534

edit

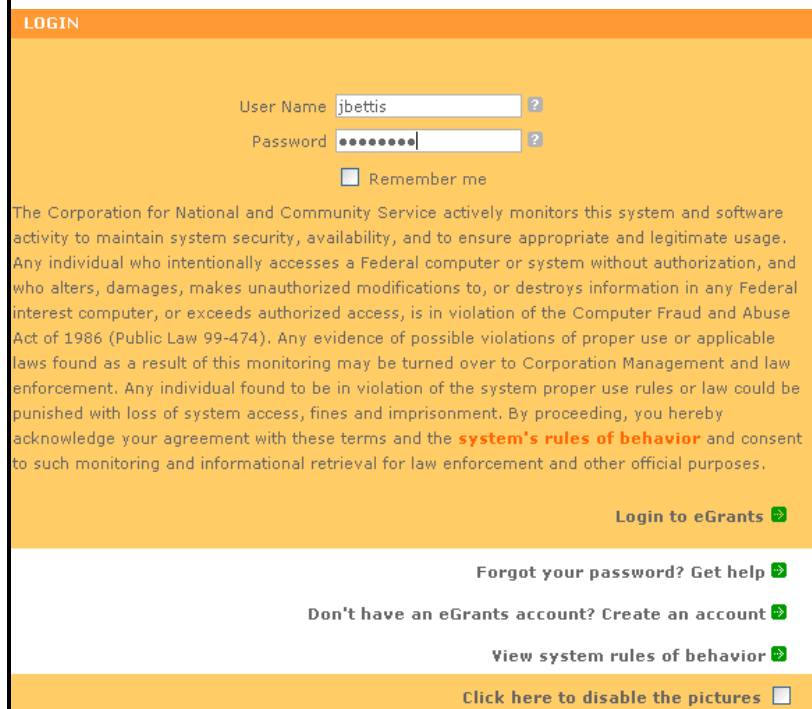
508 Approved | [Report a Bug](#) | [enable the pictures](#)

submit

15. View confirmation, as well as helpful numbers and contact information for further assistance. The Grantee Administrator will receive email alerts when new users can be assigned the appropriate roles in eGrants.



16. Proceed to login.



17. If a new user has not been assigned a role by the Grantee Administrator, the user will be directed to this screen upon logging in.

Welcome Jerome

Create New Profile Menu

Login Information

Organization Information

Grantee Phone Numbers

Review and Submit

Become a Grant Applicant

submit

Please review and submit your information

Please review your information and click on the "edit" to make any changes.

Organization: Governor's Commission of Citizen Service

EIN #: 236

Organization Type: State Government

Organizational Characteristics: 'Alternative Administrative Entity

change

Username: jbettis

Password Question: Favorite color

Answer: Gold

Email: ntichon@cns.gov

edit

Daytime Phone: (202) 606-7534

edit

508 Approved | Report a Bug | disable the pictures

submit

5. Basic Navigation

5.1. Accessing the My AmeriCorps Portal Functions

5.1.1 eGrants Interface

Sponsors access the My AmeriCorps portal functions through the eGrants interface at <https://egrants.cns.gov/> using their eGrants login/password. If you do not have an eGrants account and will need to access the Portal functions within eGrants, you'll need to contact your Grantee Administrator to be granted access or use the login page to create an eGrants account.



Corporation for
NATIONAL &
COMMUNITY
SERVICE

eGRANTS

LOGIN

User Name

Password

☐ Remember me

The Corporation for National and Community Service actively monitors this system and software activity to maintain system security, availability, and to ensure appropriate and legitimate usage. Any individual who intentionally accesses a Federal computer or system without authorization, and who alters, damages, makes unauthorized modifications to, or destroys information in any Federal interest computer, or exceeds authorized access, is in violation of the Computer Fraud and Abuse Act of 1986 (Public Law 99-474). Any evidence of possible violations of proper use or applicable laws found as a result of this monitoring may be turned over to Corporation Management and law enforcement. Any individual found to be in violation of the system proper use rules or law could be punished with loss of system access, fines and imprisonment. By proceeding, you hereby acknowledge your agreement with these terms and the **system's rules of behavior** and consent to such monitoring and informational retrieval for law enforcement and other official purposes.

Login to eGrants

Forgot your password? Get help

Don't have an eGrants account? Create an account

View system rules of behavior

If you forget your password, the eGrants Help Desk can send you information for resetting the password to the e-mail address you provided when you created your account. After resetting your password you will be able to log back into eGrants. If you attempt to log into the system three times in a single session without providing the correct password, your account will be locked and you must contact the eGrants Help Desk to have it reset.

5.1.2 User Roles

Existing eGrants users who need to use the recruitment and/or member management features of the My AmeriCorps Portal will need to get new roles assigned to them by their Grantee Administrator.

New users will need to first have their eGrants account set up with specific roles to use the Portal features within eGrants.

You will need **one or both** of the following roles to use the various portal features within eGrants. The activities you can complete with each role are listed below:

Grantee with Recruitment:

- Create and update service opportunity descriptions
- Search for applicants, by individuals, skill sets, language, education level and availability
- Access applicants' contact information, profile, and personal information
- View applications
- Reach out to applicants to alert them to service opportunities
- Review references submitted with applications
- Select or reject applicants

Grantee with Member Management:

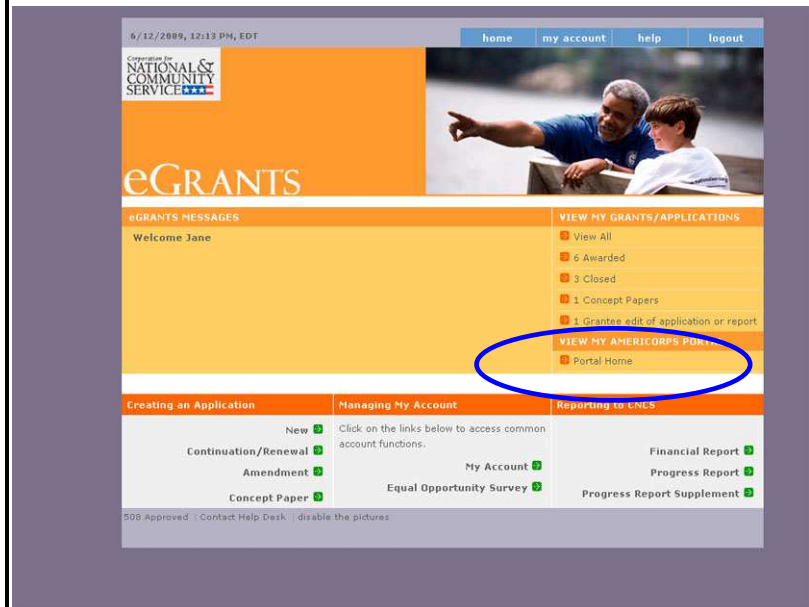
- View and approve V-81 (Use of Vehicles) forms
- View and sign Future Plans forms
- Search for, view and enroll members/supervisors in CNCS events
- Submit In-Service Training Requests
- Review and submit biweekly Sponsor Verification reports

6. Using the My AmeriCorps Portal: Access and Navigation

6.1. My Home Page

After you log into eGrants, you can access the Portal from links listed under the “View My AmeriCorps Portal” box.

Once you click this link, you can access all areas of the Portal using the four top navigation tabs (or Workbaskets): Recruitment, V-81 Forms, Future Plans Forms, and Training. Since your primary portal responsibilities fall under the Recruitment category, this page will be your default Home Page view.

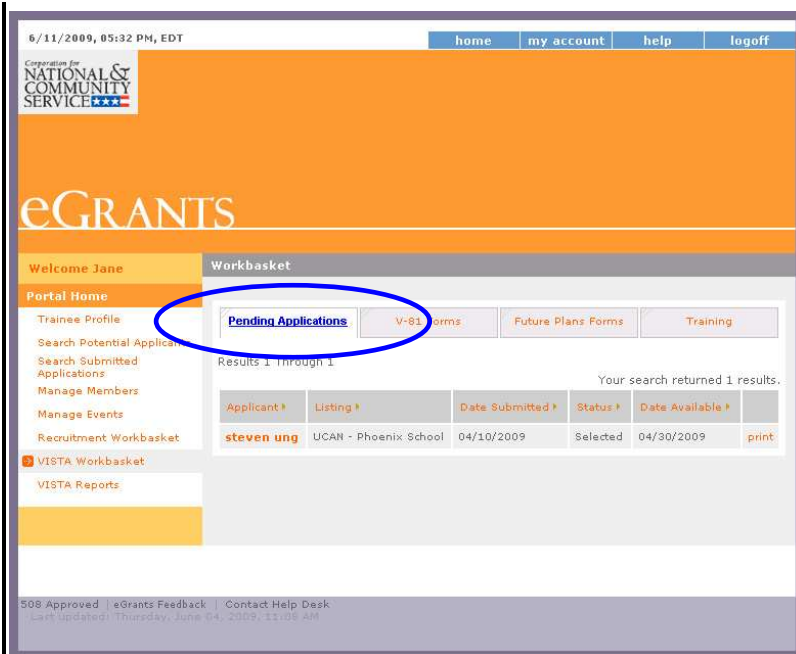


6.2. My Workbaskets

The Portal is designed to group pending tasks by type and display them in separate areas for ease of access. These areas are called Workbaskets and are specific to each user. This means a user can only view data and perform tasks in the Portal that they have access to.

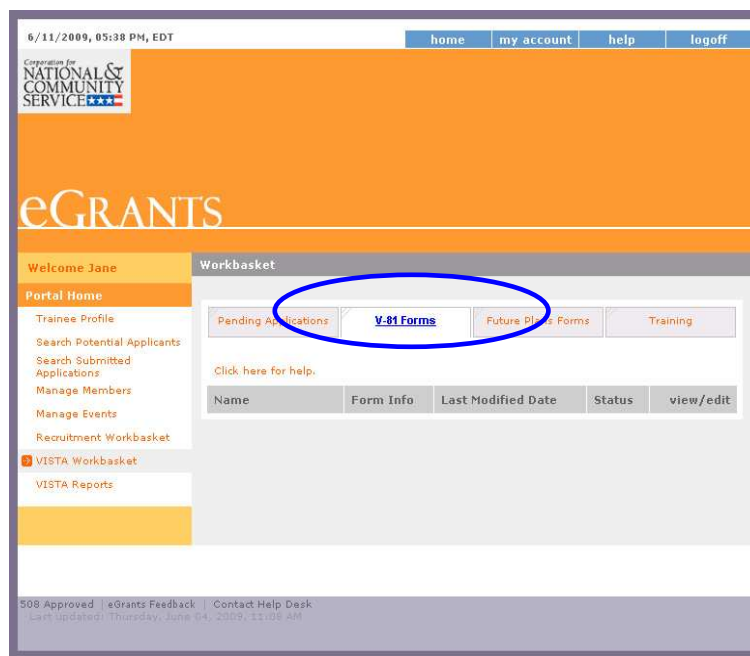
6.2.1 Recruitment/Pending Applications

The Recruitment Workbasket is your Home Page. This Workbasket will display all pending application submissions for your project(s). Also, you may use the Recruitment links in the left navigation on this tab to create and edit service opportunities, search for potential applicants, and search for application submissions.



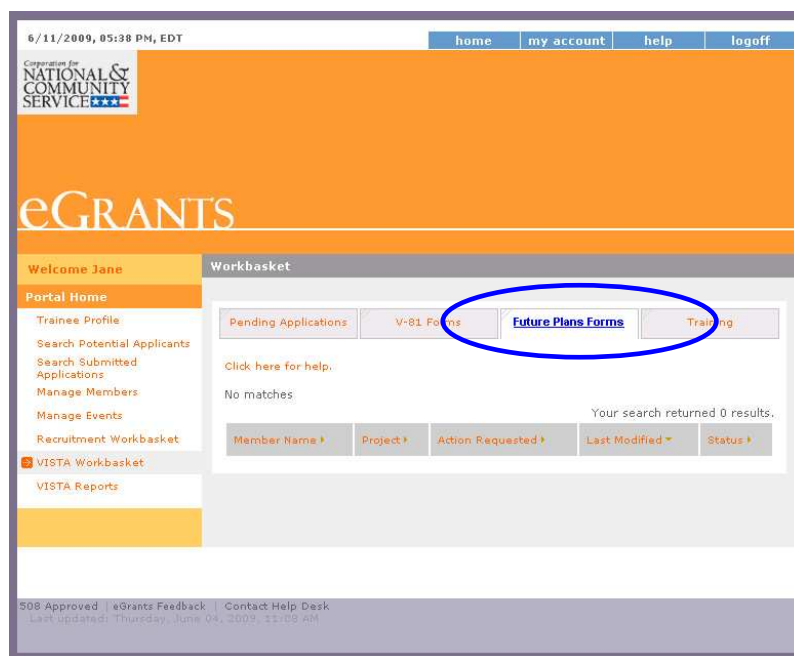
6.2.2 V-81 Transportation Forms

This tab will display all V-81 transportation forms submitted by members serving on your project(s) that are pending your approval.



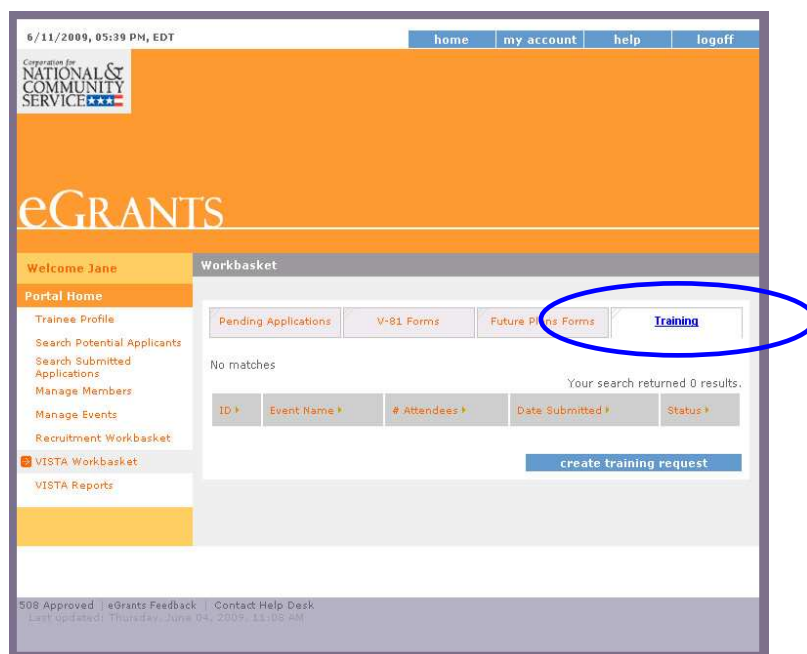
6.2.3 Future Plans Forms

This tab will display all Future Plans Forms submitted by members serving on your project(s) who are reaching the end of their service term.



6.2.4 Training

This tab will display both CNCS events that you have enrolled members and/or supervisors in, as well as Training Requests for funding that you have submitted to CNCS for approval.



7. In-Service Training Requests

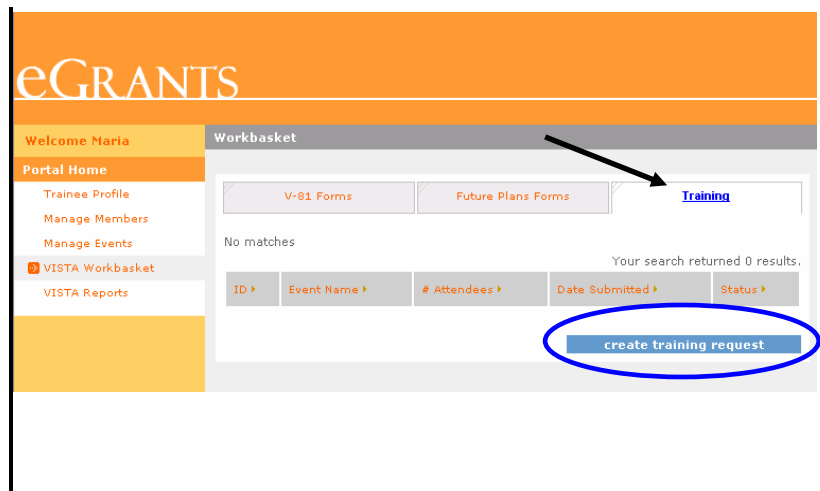
7.1. Overview

In-service trainings are any training that occurs during a members' year of service. These are CNCS-sponsored events and outside trainings identified by the sponsor, site supervisor, or a member. Only sponsors have the ability to submit these requests on behalf of one of their members. When you submit a request, it will be sent to your State Office for approval.

7.2. Create Training Request

Process

1. From the **Training** tab, click on “create training request” to access the Training Request form.



2. Enter basic information on the training event, including the name, location, dates of the event, and the total estimated cost of the training.

3. Describe the purpose of the training.

4. Describe how and where you discovered the training.

5. Enter any additional information about this training you want the state office to know.

6. Select attendees for the training. You may select members and/or supervisors by project team or individually.

All members, including alumni, will show on the list, but only requests for current members can be approved.

7. Click on “save” to submit the request to your State Office for approval.

You will be directed to the **Training** tab. The training request will now appear in your Training Requests section. The status will read as pending.

The screenshot shows the 'Create Training Request' form in the AmeriCorps Portal. The form is divided into several sections: 'Training Events', 'Additional Information', and 'Attendees'. The 'Training Events' section includes fields for 'Name of Training' (Teamwork at a Distance), 'Location' (City: Portland, State: OREGON), and 'Dates of Training' (Start Date: 06/08/2009, End Date: 06/09/2009). The 'Additional Information' section includes a 'Total Estimated Cost' field (325.00) and three text areas for 'What is the purpose of this training?', 'How did you discover this training event?', and 'Indicate any additional information about this training'. The 'Attendees' section includes a dropdown for 'Select the type of AmeriCorps Members or CNCS staff that will be attending this training' (Project Team, Individual) and checkboxes for 'Members' and 'Supervisors'. Below these are two lists: 'Supervisors' and 'Member'. The 'save' and 'cancel' buttons are circled in blue at the bottom right. A vertical yellow bar on the left side of the form contains the following links: 'Welcome Maria', 'Portal Home', 'Trainee Profile', 'Manage Members', 'Training Events', 'VISTA Workbook', and 'VISTA Reports'. Arrows point from the numbered instructions to the corresponding fields in the form.

Training Events
Create Training Requests

Name
Name of Training: Teamwork at a Distance

Location
City: Portland
State: OREGON

Dates of Training
Start Date: 06/08/2009 (mm/dd/yyyy)
End Date: 06/09/2009 (mm/dd/yyyy)

Additional Information
Total Estimated Cost: 325.00 (NNNN.NN - No dollar signs (\$) or commas (,))
What is the purpose of this training?
To provide skills and knowledge to work effectively as a team whose members are spread out over a distance.
How did you discover this training event?
Recommended by another VISTA program
Indicate any additional information about this training
This is training is a full two days.

Select the type of AmeriCorps Members or CNCS staff that will be attending this training
☐ Project Team
☐ Members
☐ Supervisors
☒ Individual
Supervisors
Member

save cancel

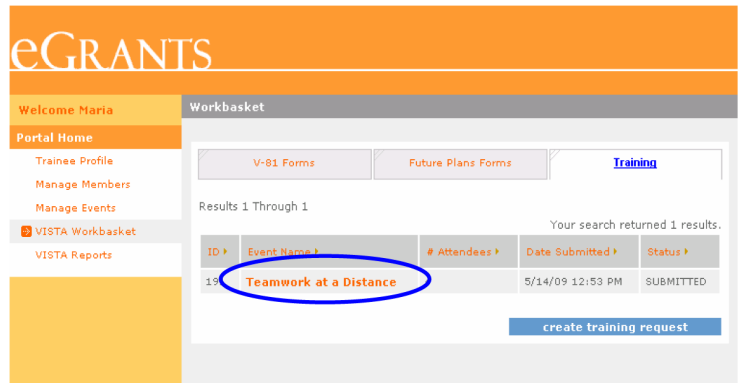
7.3. Edit Training Request

Once you create and save a training request, it is submitted to the State Office for approval. Until the request has been approved or denied, you may update the request.

Any edits you make on the form will update the request submitted to the State Office as well. You will not be able to edit the request once it is approved or denied.

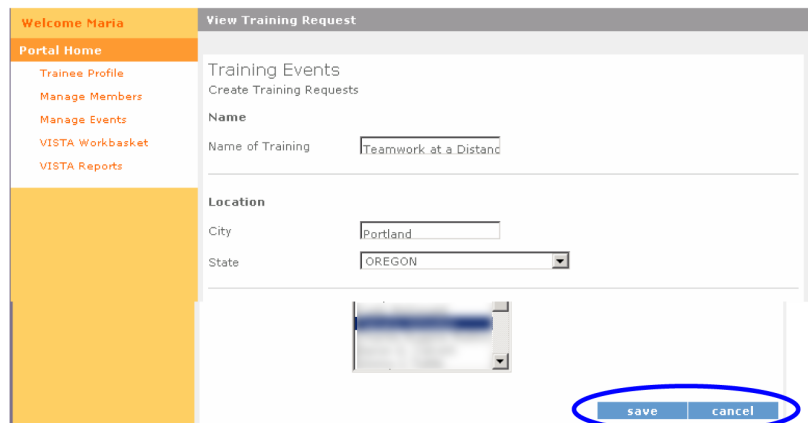
Process

1. From the **Training** tab, click the “Event Name” of a request with a submitted status to edit the Training Request form.



The screenshot shows the eGrants Workbasket interface. On the left is a sidebar with navigation links: Welcome Maria, Portal Home, Trainee Profile, Manage Members, Manage Events, VISTA Workbasket (selected), and VISTA Reports. The main content area has tabs for V-81 Forms, Future Plans Forms, and Training (selected). Below the tabs, it says 'Results 1 Through 1' and 'Your search returned 1 results.' A table displays one result with columns: ID, Event Name, # Attendees, Date Submitted, and Status. The row shows ID 15, Event Name 'Teamwork at a Distance' (circled in blue), # Attendees, Date Submitted '5/14/09 12:53 PM', and Status 'SUBMITTED'. A 'create training request' button is at the bottom right.

2. Update the form as necessary, including the attendee selection.



The screenshot shows the 'View Training Request' form. The sidebar is the same as the previous screenshot. The main content area has a 'Training Events' section with a 'Create Training Requests' link. Below this, the 'Name' field is 'Teamwork at a Distance'. The 'Location' section has 'City' as 'Portland' and 'State' as 'OREGON'. At the bottom right, there are 'save' and 'cancel' buttons, both circled in blue.

3. Click on “save” to submit the updated request to your State Office for approval.

You will be directed to the **Training** tab. The training request will remain in your Training Requests section. The status will still read as submitted.

7.4. Read Training Request

Once the status of a submitted training request is no longer “pending,” but rather “approved” or “denied,” you will not be able to edit the request. When you click on an approved or denied training request, you will arrive at a read-only view of the form. This view will also allow you to view any additional comments made by the State Office, including the reason for denial if the request was denied.

Process

1. From the **Training** tab, click “Event Name” of a request with a pending status to edit Training Request form.
2. Review the information you entered.
3. Review whether the request was approved or denied.
4. Review additional comments/reason for denial entered by your State Office.
5. **Note:** If request was approved, this section may be blank.
6. Click on “back.” You will be directed to the Training tab.

Training Events

View Training Requests

Name of Training	PeopleCube On-site Training
Location	
City	Richmond
State	VA
Dates of Training	
Start Date	11/12/2008
End Date	11/13/2008
Total Estimated Cost	1500.00

What is the purpose of this training?
This session would effectively train members quickly and efficiently. Professional trainers will consult staff to determine and implement customization needs and streamline coordination between all relevant departments.

How did you discover this training event?
Newspaper Advertisement

Indicate any additional information about this training
--

Requested Attendees	Role	Project
Daniel Thomas	Members	Feed the Hungry
Anthony Rodriguez	Members	Feed the Hungry
Patricia Lopez	Members	Feed the Hungry
Nancy Perez	Members	Feed the Hungry
Laura Williams	Members	Feed the Hungry

Status
Approved

Additional Comments
This training is a great idea.

back

8. CNCS Events

8.1. Overview

As a VISTA sponsor, you will be able to search for, view and enroll your members and/or supervisors in CNCS-derived training events created in the portal.

8.2. Search Events

In order to view and enroll members in an event, you will first need to use the Search Events tool. You can use this functionality to browse through events or find a specific event that you want to create an enrollment for. You may narrow your search by any of the following criteria: Event Name, Event Code, City, State, Start Date, End Date, Event Type, or Related Project.

Process

1. Click on “Manage Events” in the left navigation menu.
2. Enter one or more search criteria to filter your event results.
3. Click on “search.”

The screenshot displays the eGrants portal interface. At the top, a navigation bar includes links for 'home', 'my account', 'help', and 'logout'. Below this, the 'eGrants' logo is prominently displayed. The main content area is titled 'Search Events' and features a section for 'Event Search Attributes'. This section contains several input fields for searching: 'Event Name', 'Event Code', 'City', 'State' (a dropdown menu), 'Start Date' (with a calendar icon and a '(mm/dd/yyyy)' format hint), 'End Date' (with a calendar icon and a '(mm/dd/yyyy)' format hint), and 'Type' (a dropdown menu). A 'cancel' button and a 'search' button are located at the bottom right of the search attributes section. On the left side of the portal, a vertical navigation menu lists various options: 'Welcome Jane', 'Portal Home', 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Manage Events' (which is highlighted with a red square icon), 'Recruitment Workbasket', 'VISTA Workbasket', and 'VISTA Reports'. At the very bottom of the page, a footer contains the text '508 Approved | eGrants Feedback | Contact Help Desk' and a timestamp 'Last updated: Thursday, June 04, 2009, 11:06 AM'.

4. To navigate between search result pages (if more than 10 results are generated), use the upper-right navigation.
5. To view an event in the Search Results, click the "Event Name."
6. To modify or narrow your search criteria, click on "search again."

The screenshot shows the eGrants portal interface. At the top, there is a header with the date '6/11/2009, 05:41 PM, EDT' and navigation links: 'home', 'my account', 'help', and 'logout'. Below the header is the 'eGrANTS' logo. On the left side, there is a 'Welcome Jane' section and a 'Portal Home' menu with links: 'Trainee Profile', 'Search Potential Applicants', 'Search Submitted Applications', 'Manage Members', 'Manage Events', 'Recruitment Workbasket', 'VISTA Workbasket', and 'VISTA Reports'. The main content area is titled 'Event Search Results' and contains a table of search results. The first result, 'VISTA IST', is circled in blue. The table has columns for 'Event Name', 'Code', 'Location', 'Start Date', and 'Coordinator'. The results are numbered 1 through 10, and there are links for '1', '2', 'Next', and 'Last' at the top right of the results table. The text 'Your search returned 13 results.' is also visible.

Event Name	Code	Location	Start Date	Coordinator
VISTA IST	IST-09/22/2009-Berlin-WI	Berlin, WI	9/22/09	Kara Klein
Leroys mandatory training	IST-07/07/2009-Paris-TX	Paris, TX	7/7/09	Matt Zielsdorf
American Idol Finale	IST-06/11/2009-Hollywood-NY	Hollywood, NY	6/11/09	Taryn
Honolulu IST	IST-06/30/2009-Honolulu-HI	Honolulu, HI	6/30/09	Laurie
I am VISTA get me outta here	IST-06/03/2009-Washington-WI	Washington, WI	6/3/09	Christie Brinkley
Sara's Testing	IST-07/08/2009-Chicago-IL	Chicago, IL	7/8/09	Missy Smith
West Virginia In-Service Training	IST-07/14/2009-Morgantown-WV	Morgantown, WV	7/14/09	Michelle Teare
State Conference	IST-07/14/2009-Charleston-WV	Charleston, WV	7/14/09	Michelle Teare
Learn to Waddle	IST-8/2/2009-Pondville-HI	Pondville, HI	8/2/09	asohgoih
WV IST-June	IST-06/22/2009-Charleston-WV	Charleston, WV	6/22/09	Michelle

8.3. View Event

All information entered by CNCS staff pertaining to the event will be displayed on the View Event page, including basic event information (e.g., Name, Code, Location, Dates), as well as Event Logistics, Travel Information, Event Financials, and additional Comments and Instructions. This will also create an enrollment from this page.

Process

1. Continue from Step 5 in Section 8.2 Search Events (click the **Event Name**).
2. Review CNCS event information entered.
3. Click on “back” to return to search results.
4. Click on “enroll” to enroll VISTA members and/or supervisors serving on your project(s) in the event. Continue to Section 8.4: Enroll in Event.

The screenshot shows the 'Training Events' page with the following sections:

- Enroll in Event** (highlighted in orange)
 - Name: Training Event
 - Code: IST_03/10/2008_Atlanta
 - Type: IST
 - Start Date: 6/10/2008
 - End Date: 10/10/2008
 - Location: 1201 New York Avenue, Washington, DC 20005
 - Phone Number: 202-606-7533
- Event Logistics**
 - Event Coordinator: [Redacted]
 - Current Participants: 34
 - Max Participants: 40
 - Deadline for Names: 03/01/2008
 - Deadline for Itinerary: 02/20/2008
 - Deadline for Fiscal Info: 03/01/2008
- Travel Information**
 - Arrive By: 03/02/2008 10:00 AM
 - Depart After: 03/09/2008 10:00 AM
 - Voucher Expiration: 04/10/2008
 - Travel Instructions: [Redacted]
 - Preferred Airport: Atlanta
 - Preferred Rail Station: Atlanta
 - Travel Subsistence: 50
- Event Financials**
 - Travel Order Number: 07-pso-1436
 - View MOD: Instructions OR Help Text
- Comments and Instructions**
 - Comments and Instructions here.

At the bottom, there is a message: "If you wish to enroll member(s) and/or project supervisors in this training event, please click 'enroll' below."

Annotations on the screenshot:

- 2**: A bracket on the right side of the page, spanning from the 'Enroll in Event' section down to the 'Comments and Instructions' section.
- 3**: A box containing the number 3, with an arrow pointing to the 'back' button.
- 4**: A box containing the number 4, with an arrow pointing to the 'enroll' button.

8.4. Enroll in Event

You may enroll any members or supervisors serving on a VISTA project team in a CNCS event. You can create an enrollment based on project team or select members and/or supervisors on an individual basis.

Process

1. Continue from Step 4 Section 8.3: View Event (Click on “enroll”).
2. Review basic information on the event.
3. Select those members and/or supervisors whom you wish to enroll in the event. You may enroll by project team or individually.
4. Click on “cancel” to return to the View Event page.
5. Click on “enroll” to submit the enrollment.
6. You will be directed to the Training tab, and the new enrollment will appear under “CNCS Events.”

Training Events

Enroll in Event

Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		

Who would you like to enroll in the event?

☒ Project Team

☐ Members

☐ Supervisors

☒ Supervisor

Members

Recruitment **V-81 Forms** **Future Plans Forms** **Training**

Search for Members

Search Events

Project Info

Sohail's Soup Kitchen
1200 New York Ave
Washington, DC 20005

CNCS Events

Event Name	Event Code	# Enrolled	Start Date	End Date	Location
Training Event	IST_03/10/2008_Atlanta	34	6/10/2008	10/10/2008	Washington, DC

Training Requests (show requests up to one year old)

Results 1 Through 2 1 | 2 [Next](#) [Last](#)

6 results.

ID	Event Name	# Attendees	Date Submitted	Status
1	Leadership Boot Camp	5	01/01/2008	pending
11	PeopleCube On-site Training	10	02/01/2008	approved
17	Event 3	6	03/01/2008	denied

8.5. Edit or Cancel Event Enrollment

If you need to update or cancel an enrollment in a CNCS event, you may do so from the CNCS Events section on the Training tab. You can only edit an enrollment in an event with a future Start Date.

Process

1. Continue from Step 6 in Section 8.4: Enroll in Event.
2. Click on the “Event Name” under CNCS Events.
3. Click on “enroll” to edit or cancel the current enrollment.

Training Events			
Enroll in Event			
Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		
Event Logistics			
Event Coordinator			
Current Participants	34		
Max Participants	40		
Deadline for Names	03/01/2008		
Deadline for Itinerary	02/20/2008		
Deadline for Fiscal Info	03/01/2008		
Travel Information			
Arrive By	03/02/2008 10:00 AM	Preferred Airport	Atlanta
Depart After	03/09/2008 10:00 AM	Preferred Rail Station	Atlanta
Voucher Expiration	04/10/2008	Travel Subsistence	50
Travel Instructions			
Event Financials			
Travel Order Number	07-pso-1436		
View MOD	Instructions OR Help Text		
Comments and Instructions			
Comments and Instructions here.			
If you wish to enroll member(s) and/or project supervisors in this training event, please click "enroll" below.			
<div>back enroll ← 3</div>			

4. Modify selection of enrolled members and/or supervisors as necessary. To cancel enrollment, deselect all project teams, members and/or supervisors.

5. Click on “enroll” to save and submit changes to the enrollment. You will be redirected to the Training tab.

Training Events			
Enroll in Event			
Name	Training Event	Location	1201 New York Avenue
Code	IST_03/10/2008_Atlanta		Washington, DC 20005
Type	IST	Phone Number	202-606-7533
Start Date	6/10/2008		
End Date	10/10/2008		

Who would you like to enroll in the event?

☒ Project Team ☐ Members ☐ Supervisors

☐ Supervisor

Daniel Thomas
Anthony Rodriguez
Patricia Lopez
Nancy Perez

Members

Charles Taylor
Steven Robinson
Susan King
Carol Carter

4

5

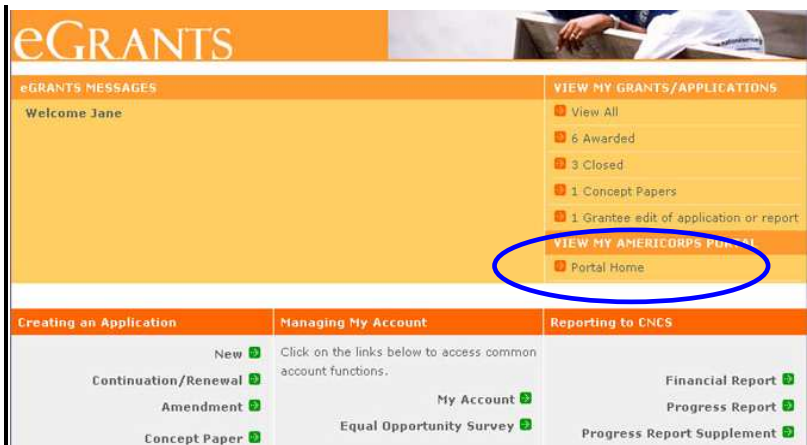
9. Sponsor Verification Report

9.1. Overview

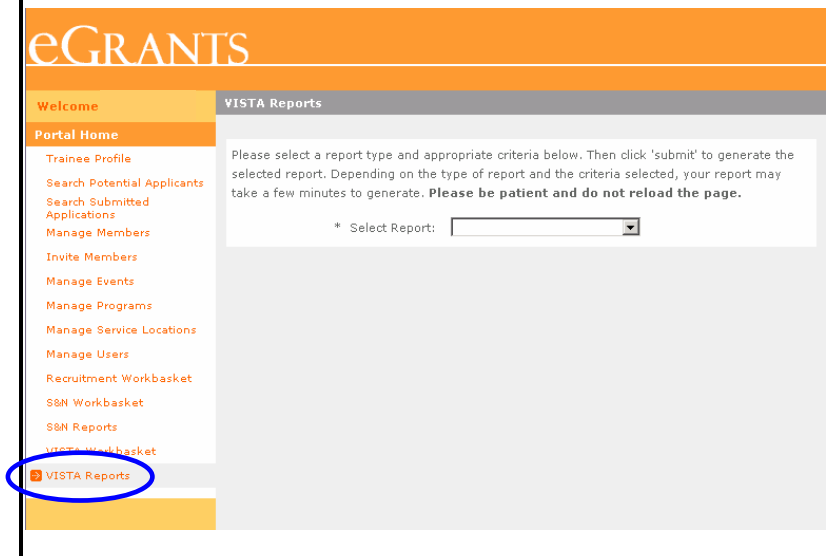
VISTAs are not required to complete and submit timesheets, nor track hours of service like AmeriCorps*State and National programs. In order to verify that VISTAs are enrolled and continuing to serve, VISTA sponsors are required to complete a “sponsor verification report” every two weeks. Sponsors will receive an email reminder asking them to visit the portal, print the report, verify the information is correct, and then sign and fax the report to their state office.

9.2. Process

1. After you log into eGrants, you can access the Portal from links listed under the “View My AmeriCorps Portal” box.



2. Click on “VISTA Reports” in the left sidebar navigation.



3. Select “VISTA Sponsor Verification” from the drop down menu.

The screenshot shows the eGrANTS VISTA Reports page. On the left is a navigation menu with options like 'Trainee Profile', 'Search Potential Applicants', 'Manage Members', etc. The main content area has a heading 'VISTA Reports' and a sub-heading 'Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Below this, there is a form with a label '* Select Report:' and a dropdown menu. The dropdown menu is open, showing 'VISTA Sponsor Verification' as the selected option. A blue box highlights the dropdown menu.

4. Enter the program code in the field shown. Keep the report format set as a PDF and then click **submit**.

The screenshot shows the eGrANTS VISTA Reports page. The 'Select Report' dropdown is still set to 'VISTA Sponsor Verification'. Below it, there is a field for '* Program Code:' with a blue arrow pointing to it. Below that, there is a field for '* Report Format:' with a dropdown menu set to 'PDF'. At the bottom right of the form, there is a 'submit' button circled in blue.

5. A dialog box will open asking you to “open” or “save” the file. Select “open” to print the file.

The screenshot shows the eGrANTS VISTA Reports page with a 'File Download' dialog box open. The dialog box has a title bar 'File Download' and a question 'Do you want to open or save this file?'. It shows the file name 'report.pdf', type 'Adobe Acrobat Document', and source 'fqmty3.americorps.gov'. There are three buttons: 'Open', 'Save', and 'Cancel'. The 'Open' button is circled in blue. Below the buttons, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.

6. After printing, review the file, making any corrections by hand (for example, striking through a member no longer serving).

Sign and fax the report to your state office.

Note: The names have been deleted to protect member identity.

7. You may also save the final in other formats for use within your program.

7/23/2009, 03:49 PM, EDT

home my account help logout

report11.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 2 63.1% Find

VISTA Sponsor Verification Report

7/23/09 3:50 PM
Program Code: 08VSPOR004

Below is a list of the VISTA members assigned to your project who are active as of this date as indicated by our records. Along with each name is the members scheduled date of termination.

Please review the list. If any AmeriCorps/VISTA member has already terminated or intends to terminate before the date shown, please immediately contact your Corporation for National and Community Service State Office. Those members must complete a Future Plans Form.

VERIFIED	MEMBER NAME	SERVICE START DATE	SERVICE END DATE	NSF ID
[]		08/15/2008	08/14/2009	582634
[]		08/15/2008	08/14/2009	582636
[]		08/15/2008	08/14/2009	582638
[]		08/24/2008	08/23/2009	530398
[]		08/15/2008	08/14/2009	582639
[]		08/15/2008	08/14/2009	582660
[]		08/15/2008	08/14/2009	582693
[]		08/15/2008	08/14/2009	582694
[]		08/15/2008	08/14/2009	582696

Your electronic submission of this form certifies that these members are currently active on your project and/or that you have contacted the State Office to provide any updates.

For Office Use Only

Signature

Page 1 of 2 7/23/09 3:50 PM

eGrANTS

Welcome

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports**

VISTA Reports

Please select a report type and appropriate criteria below. Then click 'submit' to generate the selected report. Depending on the type of report and the criteria selected, your report may take a few minutes to generate. **Please be patient and do not reload the page.**

* Select Report: VISTA Sponsor Verification

* Program Code: 08VSPOR004

* Report Format: PDF

PDF
Excel
CSV
HTML

submit

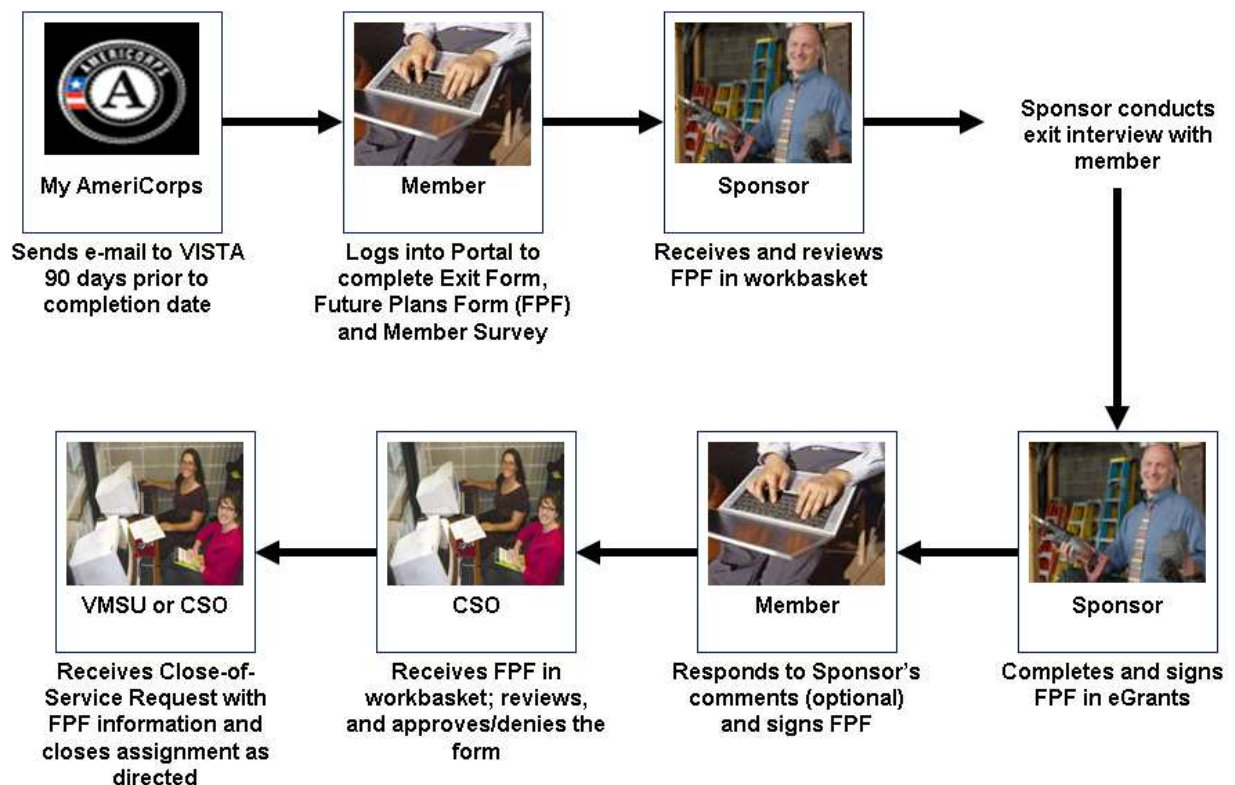
10. Close-of-Service Process

10.1. Overview and Workflow

The VISTA close-of-service process begins 90 days prior to the member's expected completion date. At that time, the member receives an e-mail notification that Close-of-Service forms are ready to be completed. While the member will typically complete these forms, the VMSU and State Office have the ability to complete them on behalf of a member as well. The VMSU or State Office may select to make these forms available to a member earlier than this 90-day trigger date on a case-by-case basis.

Part A of the Future Plans Form, once completed by the member, is forwarded to you, the member's supervisor, for review and signature. After conducting the exit interview with the member offline, the supervisor completes Part B and electronically signs the form. It is then sent back to the member for review and signature. Once the member signs the form, it is sent to the State Office for final approval.

Below is a summary workflow which highlights the Sponsor's role in the close-of-service process.

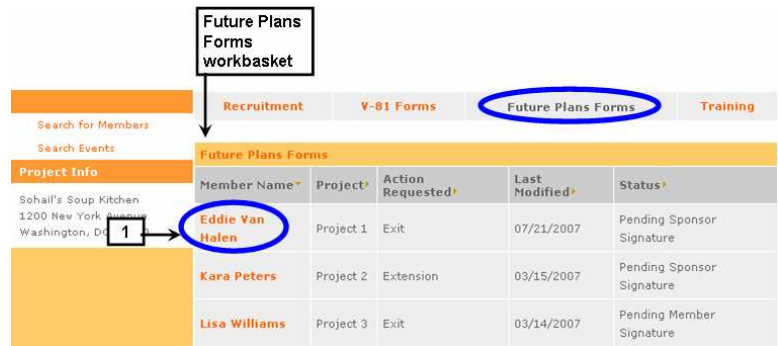


10.2. Sign Future Plans Form

Once the member has completed Part A of the Future Plans Form, it will appear in your Future Plans Forms workbasket for review. Upon conducting the exit interview with the member (offline), you, as the member's supervisor, complete and certify the form. It is then forwarded to the member to review your evaluation and recommendation and sign the form. The member will have the ability to respond to your evaluation in a comments box.

Process

1. From the **Future Plans Forms** tab, click on a member's name that has a status of "Pending Sponsor Signature." This will bring you to the Future Plans Form for that member.



Future Plans Forms				
Member Name	Project	Action Requested	Last Modified	Status
Eddie Van Halen	Project 1	Exit	07/21/2007	Pending Sponsor Signature
Kara Peters	Project 2	Extension	03/15/2007	Pending Sponsor Signature
Lisa Williams	Project 3	Exit	03/14/2007	Pending Member Signature

2. Review Part A of Future Plans Form for information entered by the member.
3. Complete description of member's duties and accomplishments while serving with your organization.
4. Select a rating for the member for each quality listed to the left.
5. Select your recommendation for the member upon close-of-service. For exits, whether the member is terminating early or on time, select "Termination" as your recommendation.
6. Click "certify."

You will be directed to your Future Plans Form workbasket. The status of the form you certified should now be "Pending Member Signature."

Future Plans Form

Part A - To be completed by VISTA

Name: Eddie Van Halen Program Name: AmeriCorps*VISTA
 NSP ID: 476058 Site Address: Baltimore, MD
 Expected Completion Date: 07/28/2007

I would like to:

- ☐ Extend my service for less than one year
- ☐ Reenroll for an additional year
- ☒ Complete my service as scheduled on 07/28/2007
- ☐ Terminate my service early

Please verify and update your travel profile as necessary

Preferred Mode of Travel: Air
 Desired Return Location: Washington, DC
 Special Needs:
 Comments:
 Vegetarian? ☒
 Smoking Room? ☒

Please verify and update your permanent address and telephone number as necessary

Street Address: 1200 New York Avenue
 City: Washington
 State: District of Columbia
 Phone: 210-123-4567

Part B - VISTA Performance Evaluation

Describe VISTA's major duties and accomplishments (200 words maximum)

Please rate the following

	Poor	Adequate	Above Average	Excellent
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acceptance of Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with Co-Workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relationships with Community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Recommendation

- ☐ Reenrollment
- ☐ Extension
- ☐ Termination

cancel sign

Additional Resources

The following resources are also available through the Resource Center:

- Grantee Administrator User Guide (PDF)
- Creating In-service Training Requests (PDF)
- Tutorials
 - General Overview of My AmeriCorps
 - Create and Manage an eGrants Account
 - User Roles and Management

For additional assistance, you may contact the eGrants Help Desk at:

Phone: 888-677-7849

Email: egrantshelp@cns.gov

Hours of Operation: 8:00am to 6:00pm Eastern time, Monday through Friday.